

## **ASPECT AUTOMATION Position Description**

**Position Title:** Project Manager  
**Department:** Project Management  
**Reports to:** Manager, Project Management Group

### **Primary Objective of Position**

Provides business leadership for project teams by acting as the primary resource for the planning, coordination and controlling of projects from inception to completion, meeting the project's requirements and ensuring completion on time, within cost and to required quality standards. The Project Manager may at times be expected to work in close coordination with both the primary selling resource and the primary technical resource to win new orders. Once project is booked, the Project Manager is expected to work as a partner with the primary technical resource to execute these orders through disciplined project management in a manner that ensures customer satisfaction and maximizes return to Aspect.

### **Major Areas of Accountability**

#### **PROJECT LEADERSHIP**

- Provides project leadership through the overall management of the project team through all project phases.
- Manages the project performance to cost estimates and profit goals. Takes corrective action whenever necessary.
- Monitors, evaluates, and maintains the accuracy of financial and schedule data, enabling proper management of projects.
- Provides ongoing communication with the client, project team and management throughout the project with regard to status, questions, or problems.
- Partners with engineering (Principal Engineer or designate) to ensure that the project is delivered on time, and within project cost estimates and profit goals. Motivates and support employees as necessary to obtain the desired results.
- Coordinates all necessary startup support in the set up of equipment for the client and ensures that it operates to specifications.(i.e. coordination of training for client employees in operating procedures).

#### **TECHNICAL LEADERSHIP**

- Oversees the engineering design of a project resulting from a successful quotation.
  - Works with Designers and others to answer conceptual questions.

- Works with the project team to resolve any design issues.
- Ensures that all necessary parts and materials are ordered to be ready when needed.
- Oversees the construction phase of a project to ensure that the machine is delivered when promised to the customer and that all problems are resolved as they occur to help assure that deadlines and project budgets are met and that changes are made when necessary.
  - Oversees the fabrication of all parts to specifications.
  - Observes the assembly of the machine.
- Oversees and/or directs the startup and debug process to ensure that the equipment works in all phases of operation and meets or exceeds the customer's specifications.
- Coordinates all necessary startup support for customers to set up the equipment and ensure that it operates to specifications.

## **SALES AND NEGOTIATIONS**

- Communicates with clients following the sales approach developed by the Account Manager. Works with the Account Manager to modify the sales approach as necessary in order to facilitate the quote process.
- Provides quotations (PCNs) for project scope changes based on input provided by the functional departments.
- Provides timely feedback and follow up with client purchasing departments to facilitate getting the proper contractual modifications made for all approved PCNs (i.e., changes to the project price and delivery schedules).
- Continues to develop a knowledge of contract law and other skills areas needed in order to partner with management in negotiating the terms and conditions of sale.

## **QUOTATION/CONCEPTUALIZATION**

- At times may be requested to partner with Application Engineering to communicate with clients, vendors, sales staff and others to gather information and specifications needed to evaluate a request for quote. This may include participation in determining if the project can be completed cost effectively for the client and Aspect. Additional quotation efforts may include:
  - Partners with engineering (Principal Engineer or designate) in the development of a machine concept plan for the quote. Follows up and solicits feedback from internal support personnel who will be involved in the project to ensure that the concept is comprehensive and meets the economic and delivery needs of the client.
  - Assembles the final quote for the client to meet quote submission deadlines. Consults with the Manager of the Project Management (Client Development?) department concerning terms and conditions of sale for

completing the project.

- Submits the final quote to the customer.

## **BUSINESS SUPPORT/DEVELOPMENT**

- Keeps current with new technology and new ideas in the industry to help the company maintain its technological edge and increase sales.
- Keeps current with project management techniques, tools and new industry best practices.
- Provides information and training to others as necessary to ensure that the most accurate information is available to other employees and clients as needed.
- Participates in special projects or activities or carries out special duties and responsibilities as apparent or assigned.

## **POSITION REQUIREMENTS**

### **Essential Requirements**

- A bachelor's degree in a related field and at least four years of related experience, or an equivalent combination of relative education and experience.
- Demonstrated strong verbal and written communication skills. Fluent in the English language.
- Demonstrated skills and knowledge in the selling, quoting/estimating and project management of custom automation or related equipment.
- Experience leading, motivating and directing project team members in a matrix work environment.
- Strong knowledge of SolidWorks.
- A broad knowledge base of automation applications and technologies.
- Demonstrated knowledge of machining and manufacturing processes.
- Exhibits the presence, poise and professionalism needed to represent the company in a wide variety of situations.
- Strong work ethic with successfully proven time management skills.
- High level of personal integrity.
- Must be able to travel, occasionally overnight, including air travel.

### **Desired Requirements**

- Project Management Professional (PMP) certification.
- Education, training or experience in financial analysis.
- Working knowledge of Microsoft Word, Excel and other general MS Office products.